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KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Specialist III
(Community Waiver Support
Coordinator Supervisor) **NUMBER:** 21-50

JOB CODE: A6500 **DATE:** October 8, 2021

SALARY RANGE: 78 (\$50,174.40 - \$76,365.60) **PCQ#:** 8846292

JOB LOCATION: Department of Mental Health
Region V Community Services
631 Beacon Parkway West, Suite 211
Birmingham, AL 35209

MINIMUM QUALIFICATIONS:

- Master's degree in a human services field.
- 48 months or more experience in the identification, collaboration, and coordination of resources and/or services for individuals with disabilities within a community mental health program or comparable setting.

OR

- 24 months current permanent status as a Mental Health Specialist II performing duties as indicated above.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK:

- Provides daily leadership, direction, supervision, and support to Support Coordinators within Region V.
- Identifies and coordinates learning needs; arranges for mentorship, provides clear expectations, facilitates orientation and ongoing learning to build capacity, self-reliance, and knowledge.
- Develops and supports successful working relationships among colleagues to promote collaboration, productivity, and retention to maintain an effective and professional work environment.

- Supports team in applying critical thinking in a Person-Centered and strength-based approach.
- Engages colleagues in creative and collaborative thinking that leads to innovative solutions, including access to resources outside of normal, customary options.
- Empowers and supports the autonomy of colleagues in achieving their goals and objectives; evaluates and communicates colleague performance.
- Participates and encourages colleagues to engage with external community committees, workgroups, and events as available.
- Assess utilization and the quality of support coordination for each individual served.
- Ensures that policies and procedures are appropriately implemented so that service coordination supports the individual's goals and measurable outcomes.
- Maintains exceptional customer service standards, analyzing and resolving quality and customer service problems, identifying trends, and recommend solutions and system improvements.
- Initiates and participates in community outreach to support Alabama Department of Mental Health and ensures they are represented in a manner that promotes the mission, vision, and values.
- Maintains a caseload, as needed, to provide support coordination services to individuals enrolled in the community waiver in Region V.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience to effectively build teams and apply collaborative strategies across organizational divisions and with external partners.
- Knowledge of and ability to apply organization, administration, and management principles.
- Knowledge and understanding of the care management core competencies, policies, procedures, and guidelines.
- Knowledge of related federal and state laws, rules, and regulations, to include Medicare, Medicaid, and Social Security benefit programs.
- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.
- Ability to establish and maintain effective working relationships, and collaborate with a variety of individuals, both internally and externally.
- Ability to empower a team and maintain a positive teamwork atmosphere.
- Ability to plan, prioritize, and organize work efficiently; work under pressure and deadlines, analyze problems, propose reasonable solutions, make logical decisions, carry out decisions made, and follow up with feedback as appropriate.
- Ability to assess and address deficits in Support Coordinators competencies including person centered planning, resource allocation decision making, risk assessment and mitigation and other core functions of care management.
- Ability to analyze and categorize data and information to determine consequences and identify and select alternatives.
- Ability to advise and interpret the application of policies, procedures, and standards.
- Ability to supervise and provide leadership to Support Coordinators.
- Ability to work independently or as part of a team.
- Ability to apply creative and critical thinking.
- Ability to plan, organize, prioritize, and implement projects.

- Ability to effectively communicate utilizing various methods of written and verbal communication, meeting leadership and facilitation.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>